



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

### PROJECT CONTACTS

Applicant Name: Historical Commission

Applicant phone: (617)710-7976

Email: hcooke4@verizon.net

Group or Committee Affiliation (if any): Historical Commission Contact Person/Project Director: Henry Cooke

Names of governing board, trustees or directors: Lynn Fiengold, Elsie Gray, Mary West

Federal Tax ID (if non-profit)

### PROJECT INFORMATION

Project Name: Archival Digitizing

Project Category: ☒ Historic ☐ Open Space ☐ Housing ☐ Recreation

Site Address: 6 South Main Street

Property Owner: Town of Randolph

Projected Cost of Project: \$7,200.00

#### Summary Project Description:

Hire Kate Tardiff or other Archivist to finish cataloging and storing items in collection, then digitize/scan them and create metadata for searching on Omeka program in collaboration with Turner Free Library. Make 4 trips into Boston for digitizing large documents (over legal size) such as maps at Digital Commonwealth.

Applicant Signature: \_\_\_\_\_

Date: 4 / 13 / 2021

NOTE: Tax & utility payments MUST be up-to-date for an application to be reviewed



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

*Each section below MUST be completed for all funding requests*

### **Scope/ Concept of Project:**

Purchase protective preservation supplies and a back-up drive for archival storage of remaining historical materials in Stetson Hall. Hire an Archivist for 2 months (8 weeks at 40 hours per week for a total of 320 hours) to do the cataloging, digitizing/scanning and uploading to Omeka program with metadata search keys. Archivist will make 4 trips into Boston to deliver/pick up large documents such as maps at Digital Commonwealth (larger than legal paper size). Coordinate with Turner Free Library on access to Omeka program for access and education.

### **Goal(s):** Provide a list of broad goals of the proposed project

Improve collection management with digitization and upload to Omeka program used by Turner Free Library for sharing.

Protect collection from deterioration with proper filing supplies.

Perform digitizing, cataloging and online exhibition of the collection with search key finding aides.

### **Success:** How will the success of this project be measured?

The remaining historical archival papers, rare books, photographs, maps, and impages of 3-dimensional objects will be stored in appropriate archival (acid-free, lignin-free) containers, organized on shelves, cataloged, digitized and exhibited online for free access to the public and researchers. Engage more citizens in local history including through the "Friends of Randolph History" facebook page.

### **Projected Action Plan and Timeline:** Include project critical elements, expected expenditures, receipt of other funds/revenues.

Starts: July 1, 2021

Ends: June 30, 2022

**Evaluation:** Describe how you will monitor progress toward meeting the stated goals.

The Historical Commission meets monthly at which time this project will be reported upon, discussed and monitored. Commission members will also meet with the Archivist to provide assistance and guidance as questions and decisions are needed.

**Stewardship:** Indicate how the project will be maintained after CP funds have been spent. Provide a 5 year plan.

After the collection is scanned/digitized, described with metadata for searches and properly preserved, we hope to use the items for education about the town's history with displays, offer RPS curriculum, create cultural programs with Massachusetts Cultural Council and contribute to Randolph Recreation's publications such as "Around Randolph". The Historical Commission will continue managing, protecting and preserving the collection thereafter. Collaboration Randolph Public Schools is a longer term goal which may enable us to apply for state survey and planning grants as part of our outreach.

**Budget** Describe expected project costs including such things as personnel costs, operating expenses such as printing, postage, etc. Provide quotes (\*\*Refer to application bid requirements on page 1\*\*).

Archivist to perform labor: 310 hours at \$20/hour =	\$6200
Archivist to travel into Boston: 10 hours at \$20/hour =	\$200
Travel 4 round trips into Boston:\$23/round trip+parking =	\$165
Archival supplies: Hollinger Metal Edge w/shipping=	\$500
External hard drive file back up from Amazon=	\$135
Total costs	\$7,200

**Funding:** Detail additional funding sources that are available, committed or under consideration.

no other funding sources

**Relevance:** Indicate how the project is important and relevant to the current and/or future needs of the Town.

This project follows 2 years of part-time archiving countless boxes of unknown contents piled in Stetson Hall. These items are now organized and identified on shelves and in protective storage containers preserved for future generations. The next step is to digitize/scan them for wider access, such as "Randy" sneakers, Zeppy's bagels and Civil War swords and artificial leg. Continuing the cataloging and digitizing enables us to share the collections with researchers and the public online very efficiently.



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

**Support:** Describe the level of support for this project. Include any letters/petitions.

The Randolph Historical Society and Stetson Hall Trustees support this project.  
This digitizing project is part of the Randolph Reservation Plan dated 2013 and was recommended by the Northeast Document Conservation Center during the needs assessment report dated Sept 25, 2017.

**Restrictions:** Provide proposed deed restriction language. Note that funds will not be released until a deed restriction is in place.

no applicable

**Support Documents:** Provide maps, existing & proposed site/floor plans, professional renderings for the property and/or structures affected.

- 1) photos of current state of archival storage (progress made during the past 4 years)
- 2) supplies requested with vendors and costs

**Other(if applicable):** Documentation that applicant has control over the site (P&S, option, deed); evidence that the project is in compliance with the zoning ordinance, other laws or regulations; evidence that the proposed site is free of hazardous materials.

### COMMUNITY PRESERVATION COMMITTEE USE:

Received On: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed On: \_\_\_\_/\_\_\_\_/\_\_\_\_

Determination: \_\_\_\_\_

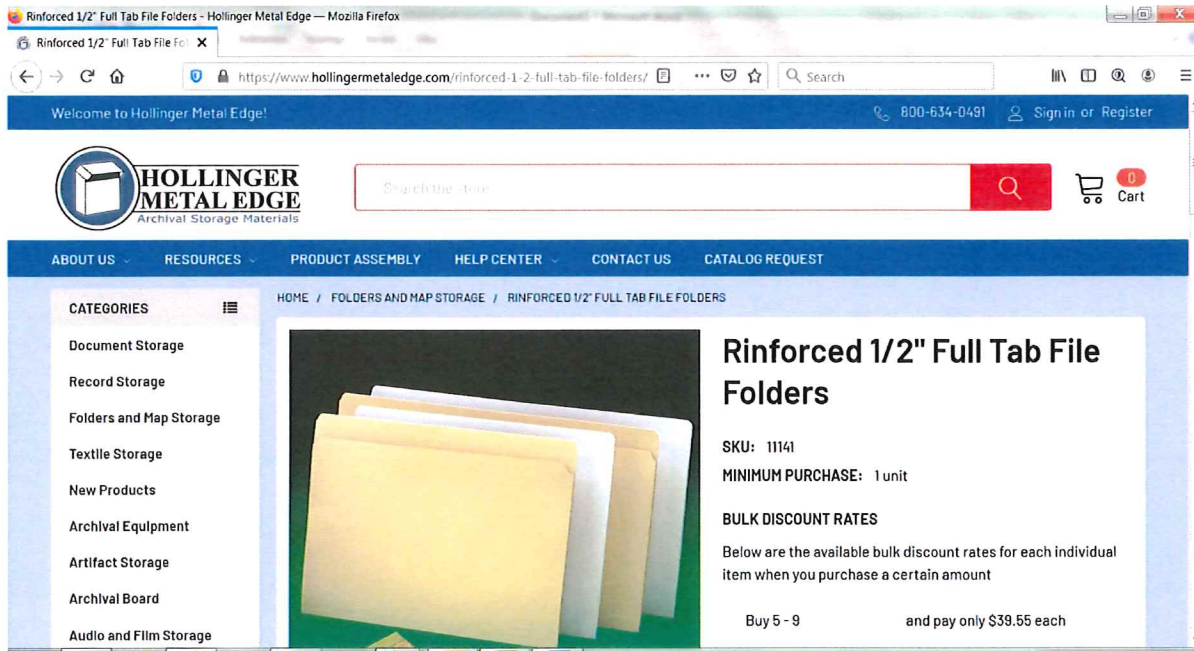
Date to Town Council: \_\_\_\_/\_\_\_\_/\_\_\_\_ CPC Chair: \_\_\_\_\_



## **Appendix B: Supply List for Historical Commission CPA Grant Application 2021**

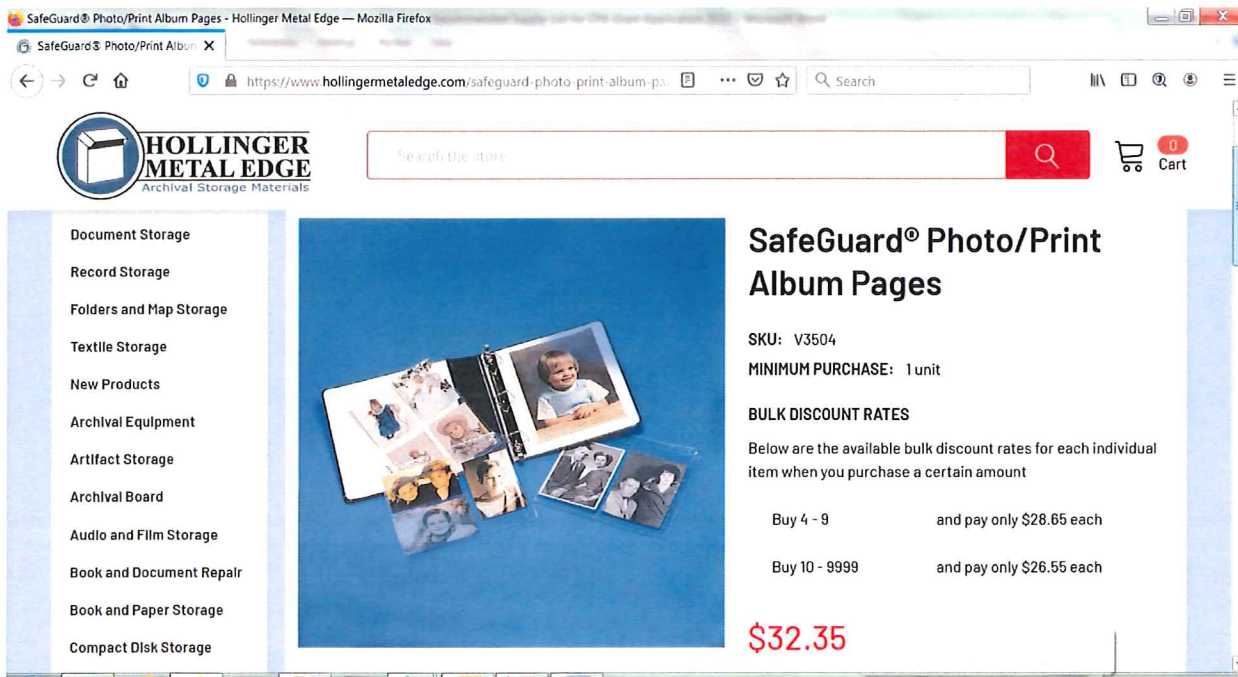
- 1) **Folders – item # 11141** qty 5 (100 per pack) \$197.75

<https://www.hollingermetaledge.com/reinforced-1-2-full-tab-file-folders/>



- 2) **Photo Album pages – items V3504 and V4504** Qty 3 of each (50 per pack) \$194.10

<https://www.hollingermetaledge.com/safeguard-photo-print-album-pages/>



## Historical Commission CPA application supply list 2021

SafeGuard® Photo/Print Album Pages - Hollinger Metal Edge — Mozilla Firefox

SafeGuard® Photo/Print Album

https://www.hollingermetalede.com/safeguard-photo-print-album

Search the store

**HOLLINGER METAL EDGE**  
Archival Storage Materials

**SafeGuard® Photo/Print Album Pages**

SKU: V4504  
MINIMUM PURCHASE: 1 unit

**BULK DISCOUNT RATES**


Below are the available bulk discount rates for each individual item when you purchase a certain amount

Buy 4 - 9	and pay only \$28.65 each
Buy 10 - 9999	and pay only \$26.55 each

**\$32.35**

**CATEGORIES**

- Document Storage
- Record Storage
- Folders and Map Storage
- Textile Storage
- New Products
- Archival Equipment
- Artifact Storage
- Archival Board
- Audio and Film Storage
- Book and Document Repair
- Book and Paper Storage
- Compact Disk Storage



3. Negative Album Pages – item NP120-4B-100 qty 1 (pack of 100) \$37.55

<https://www.hollingermetalede.com/print-file-120mm-negative-preserver/>

Print File 35MM Contact Sheet Negative Preserver — Mozilla Firefox

Print File 35MM Contact Sheet

https://www.hollingermetalede.com/print-file-120mm-negative-preser

Search the store

**HOLLINGER METAL EDGE**  
Archival Storage Materials

**Print File 120MM Negative Preserver**

SKU: NP120-4B-100  
MINIMUM PURCHASE: 1 unit

**\$37.55**

**SHOP BY PART #:**

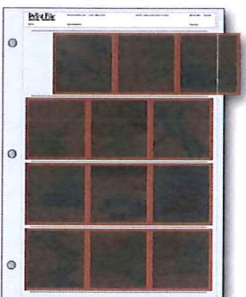
NP120-4B-100

**OPTION: REQUIRED**

8 9/16 x 11 5/16 - 100/Pk

**CATEGORIES**

- Document Storage
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- Folders and Map Storage
- Textile Storage
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- Book and Document Repair
- Book and Paper Storage
- Compact Disk Storage



## Order Summary

[Edit Cart](#)

12 Items



5 x Reinforced 1/2" Full Tab  
File Folders

\$197.75

Size 9 5/8 x 11 3/4 - 1/2 in. Tab  
Color Tan



3 x SafeGuard® Photo/Print  
Album Pages

\$97.05

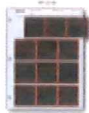
Size 3 1/2 x 5 - 35mm - Cap. 8 -  
50/Pk



3 x SafeGuard® Photo/Print  
Album Pages

\$97.05

Size 4 x 5 - Cap. 8 - 50/Pk



1 x Print File 120MM  
Negative Preserver

\$37.55

OPTION 8 9/16 x 11 5/16 - 100/Pk

Subtotal

\$429.40

Shipping

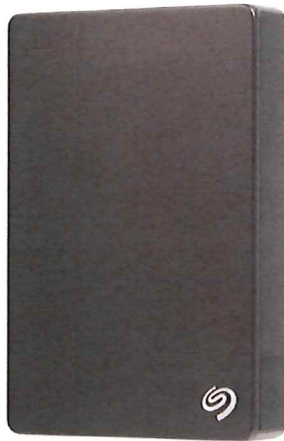
\$70.00

Tax

\$0.00

4. External hard drive for backing up files – qty 1 from Amazon cost \$135 with free shipping

Computers & Accessories › Data Storage › External Hard Drives



Roll over image to zoom in

Seagate Backup Plus Portable 4TB External Hard Drive HDD – Black USB 3.0 for PC Laptop and Mac, 2 Months Adobe CC Photography (STD4000100)

Visit the Seagate Store

★★★★★ 42,193 ratings | 1000+ answered questions

Price: **\$135.00**

Get \$10 off instantly: Pay \$125.00 ~~\$135.00~~ upon approval for the Amazon Store Card. No annual fee.

Capacity: **4TB**

1TB 2TB **4TB** 5TB

Style: **Hard Drive**

Color: **Black**



Brand Seagate  
Digital Storage Capacity 4 TB

Share

**Buy new:** **\$135.00**

FREE delivery: **March 25 - 30**

Fastest delivery: **Thursday, March 25**

Select delivery location

**In Stock.**

Qty: 1

**Add to Cart**

**Buy Now**

**Secure transaction**

Ships from **New World IT**  
Sold by **New World IT**

**Add a Protection Plan:**

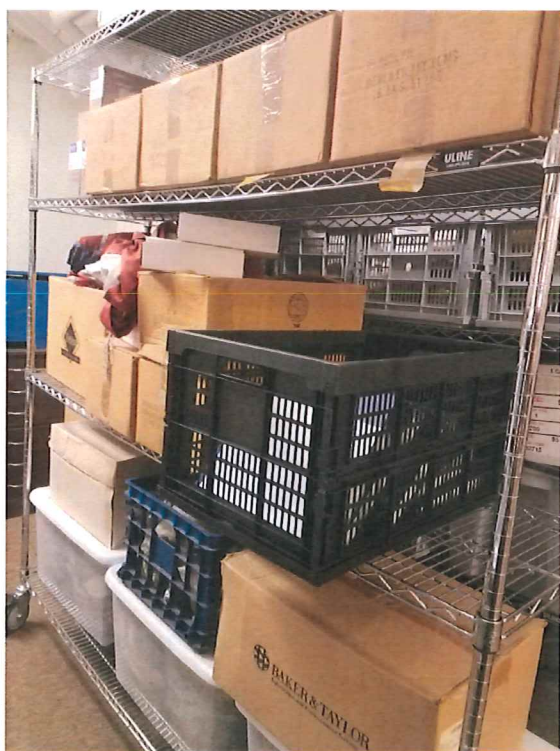


## Appendix A: Images of the Historical Archives – past and present

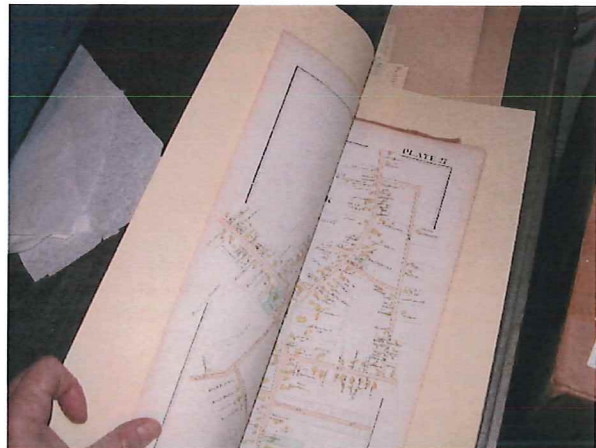
BEFORE (2017/2018)



FIRST CPA FUNDING 2019 shelving



CURRENT STATE 2021 with cataloging and protective archival storage





## FUTURE:

Sharing of digital archive images with the public (in collaboration with Sharon Wright of Turner Free Library and Omeka program). Historical Commission member Lynn Feingold uploaded 50 images of Randolph Civil War Veterans (GAR) taken in 1916 for the 50<sup>th</sup> Anniversary. Also more displays and public exhibition of historic items and images.

